



CIVILIAN PERSONNEL NEWSLETTER

Lajes Field

December 2014

Rights and Responsibilities of the Employee

1. Employees have the following rights:

- To exercise their rights freely without fear of penalty or reprisal
- To engage in outside activities of their own choice without being required to report them to USFORAZORES, unless such activities interfere with their official duties or are construed to conflict with USFORAZORES mission requirements.

2. Employees have the following responsibilities:

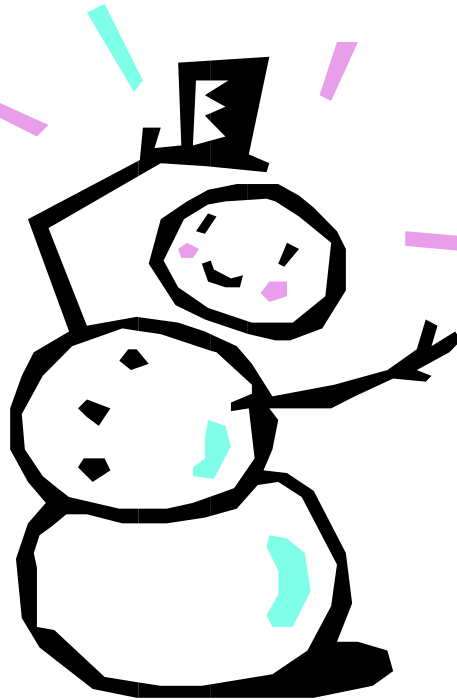
- To treat their employer, their supervisor, other employees and all personnel who are related to USFORAZORES, with loyalty and respect
- To report assiduously and punctually

to work and perform their duties with loyalty and dedication

- To comply with USFORAZORES directives

pertaining to performance and job discipline, unless such directives are incompatible with their rights

- Not to divulge restricted information concerning the USFORAZORES organization
- To maintain in good condition all material provided by USFORAZORES for the accomplishment of their job
- To promotion actions aimed at improving the productivity of USFORAZORES
- To comply fully with the terms of his/her individual work contract and its guiding rules;
- To strictly observe hygiene and safety rules
- To comply with military security regulations.



Use or Lose Leave for Portuguese Civilians

The maximum amount of vacation period that may be carried forward from one calendar year to another is 24 workdays (192 hrs). Any vacation days/hours that the employee

has available, must be taken prior to the end of the current calendar year (31 Dec) or will be lost. As a reindeer, employees and supervisors must verify annual leave balances

to avoid forfeiture.



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Don't Forget:

The Federal Benefits Open Season ends December 8, 2014

DID YOU KNOW?

As is Portuguese tradition, Pai Natal delivers gifts to children on Christmas and the arrival of the Three Kings is celebrated on January 6th.

FOUND IT! Shout out to Brain Carr for finding our first typo and initiating our monthly the Find It, Found It game!



Why Do Portuguese Employees Require a Visa for Travel to the U.S.?

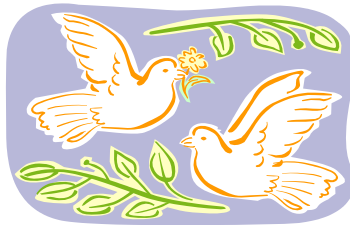
Portuguese civilians can be sent to training classes (formal training slots, classes, workshops, seminars, conferences) just like their U.S. civilian or military counterparts. Despite budget constraints, we have already noticed a surge in TDYs as of the beginning of the new fiscal year.

We would like to remind Portuguese employees and their supervisors that for Portuguese employees traveling to the United States on an AMC flight, a visa is required. If the employee travels round trip commercial then all they will need is to request authorization to travel by filling out an ESTA (Electronic System for Travel Authorization) form. An approved ESTA does not take the place of a visa.

We have had confirmation from the U.S. Consulate that this remains a requirement. Per their information, if a foreign national arrives in the United States on a military flight without a visa, he/she may be subject to a fine and/or refused entry.

This apparently sounds contradictory but the reason is simple. Portugal is part of the Visa Waiver Program (VWP) which means that Portuguese citizens can travel to the U.S., whether on business or on leisure, without a visa as long as the stay is under 90 days. One of the requirements of the VWP is that the traveler must enter the U.S. on a "signatory carrier." This means a carrier has signed an agreement with the Department of Homeland Security (DHS) to take on certain responsibilities.

The list of signatory carriers includes almost all major airlines but since



military transport is not commercial, it cannot enter into the regulatory agreement to become a signatory carrier. Consequently, VWP travel is not possible on a military flight.

Until recently, non-immigrant visas were acquired through the U.S. Consulate in Ponta Delgada but this service is no longer available at this location. For non-immigrant visas we will have to work with the same agency in Lisbon.

The visa or ESTA is just one step in the TDY process. Please be sure to contact the Training Section within the Civilian Personnel Section to discuss the TDY process when in the TDY is still in the planning stages as there is a lot of other requirements that we handle for the employees. The POC for this is Connie Santos at 535-3508

(maria.santos.6.pt@us.af.mil) or
Maria Joao Ormonde at 535-5127
(maria.ormonde.pt@us.af.mil).

Position Management

Position management comes into play when managers and supervisors actually assign specific duties to each position within their organization. How they distribute the duties among the different positions is what will ultimately determine the pay plan, title, series and grade of a position. Therefore, position management authority resides with line managers. In this process, personnel specialists, along with representatives from Manpower and Financial Management, will function as advisers.



Language Testing

The Civilian Personnel Section will be having English exams for base employees interested in retesting on the 10th, 11th and 16th of December. In order to reserve a slot, you will need to contact the POC, Connie Santos at 535-3508 or at maria.santos.6.pt@us.af.mil. Anyone showing up for testing on these dates without having previously registered will not be allowed to test, so be sure to contact our office in a timely manner.



Introducing MyBiz+

MyBiz+ is the redesign of My Biz.

DCPAS is pleased to reintroduced an online self-service tool that has served employees and managers over the years to access information that is important to them. MyBiz+ is the redesigned source for all employees, supervisors and managers to view and update their personal and HR related information. MyBiz+ benefits all employees by providing a variety of interactive tools to manage career information and plan for the future.

MyBiz+ will be available to all DoD civilian employees and access to MyBiz+ benefits all employees by providing a variety of interactive tools to manage career information and plan for the future.

The initial redesign of MyBiz+ provides a foundation that is employee-centric, coupled with design features that are intuitive, interactive and can be personalized.

Moving forward, the redesign will continue with the integration of manager-centric products and functionality. Supervisors and managers can expect enhanced capability and collaboration to support their job responsibilities.

Some of the new features and products include:

- ◆ Easy to understand descriptions of data elements
- ◆ Civilian Career Report, a custom report created by the employee
- ◆ SF-50 retrieval, including employment at other DoD Components
- ◆ Personalization of MyBiz+ homepage view

Test Your Knowledge!

Q - I'm currently a GS-05 employee but I found a great GS-09 job that I really want...will I be considered?

A - Once you're in the Federal GS system, system rules apply - one of those rules is that you must have one year of experience at the next lower grade level (so, in this instance, at the GS-07 level); without that experience, you cannot be considered.

Q - I'm a team player - so, it's ok if I do higher graded duties as a favor to my boss, to help out, right?

A - Yes and No - you should only do higher graded duties for 30 days and then, if you continue to do those duties, you need to be temporarily promoted.

Q - My spouse got orders! When can I start applying for jobs at our next base??

A - You can begin applying for jobs as soon as you get official orders -however, for some spouse preferences, you should begin the application process 30 days prior to arrival your new duty station. Please contact our office as soon as you get orders and we can give you more information.

Q - I have a question but how come when I stop by Civilian Personnel they always ask me to come back?

A - CPS is happy to assist you with your questions, but civilian personnel is a very complex field that ALWAYS requires research. When someone has a question, the first step is to get their information - then we have to research and get back to you with an informed decision or explanation.

Civilian Personnel Resources

Civilian Personnel Officer:

[Mianna Arrington](#) 535-5152

Portuguese Staffing Specialist:

[Lou Andrade](#) 535-3385

US Staffing Specialist:

[Isidro Nunes](#) 535-6329

Classification Specialists:

[Gina Cardoso](#) 535-6240

Classification Specialist:

[Ilda Moreira](#) 535-3124

Employee Management Relations Specialist:

[Carla Leal](#) 535-4160

Employee Management Relations Assistant:

[MJ Ormonde](#) 535-5127

Training Specialist:

[Connie Santos](#) 535-3508

Human Resources Technician:

[Jodi Simpson](#) 535-4208

Customer Service:

[Miguel Janeiro](#) 535-5137

For links to the Work Regulation, Labor Agreement, AFI, LFI, and other resources, check out www.lajesfss.com/civilian-personnel-section.html

